

Box 5

A1

FILING ARRANGEMENT

FBI 7

RECORDS MANAGEMENT BRANCH

Administration

	<u>A</u>	
Records Management Section Filing System	A	1
Outgoing Log (Top Secret Log) (A 2A)	A	2
Incoming Log	A	3
Chrono. File	A	4
Activity or Progress Reports	A	5
Records Management Branch Project Reports	A	6
Administrative Releases	A	7
CIA Administrative Instructions	A	8
CIA Notices	A	9
CIA General Orders	A	10
Services Memoranda	A	11
Correspondence Manual	A	12
Unnumbered Memoranda	A	13
Administrative Issuances - Other CIA offices	A	14
Directories	A	15
Organization Charts	A	16
Tables of Organization	A	17
Budgets	A	18
Beneficial Suggestions	A	19
Records Management Branch Procedures	A	20
Records Management Branch Forms	A	21
Misc. Receipts	A	22

Personnel

	<u>B</u>	
Miscellaneous Personnel	B	1
Job Descriptions	B	2
Efficiency Ratings	B	3
Recruitment Requests	B	4
Personnel Relations	B	5
Training (Educational Courses)	B	6

Space, Supplies, and Services

	<u>C</u>	
Space	C	1
Inventory of Property (Records Management office)	C	2 (Penalty Mail Indicia Report)
Property Turn-In or Transfer Slips	C	3
Requests for Expendable Supplies or Services	C	4
Requests for Accountable Property	C	5
Property Receipts & Clearances	C	6

Top Secret

Top Secret Affairs
METRIC Control

D
D 1
D 31

Security

Security Regulations - CIA
Security Procedures - Services Office
Security Duty Rosters
Security Procedure - Records Management Br.
Disaster Plan
Security Classification Changes
CIA Regrading Notices
CIA Regrading Notices - Pending
Reclassification Notices - Other Agencies

E
E 1
E 2
E 3
E 4
E 5
E 6
E 7
E 8
E 9

Records Administration

Records Management, General
Records Analyses
Misc. Statistics
Laws Pertaining to Records
Records Officers
Training Materials for Records Analysts

F
F 1
F 2
F 3
F 4
F 5
F 6

Records Storage and Disposition

Disposition of Records - General (Destruction)
Disposition Reports
Storage of Documents - General
Disposition of Captured Documents
Disposition of Cables

G
G 1
G 2
G 3
G 4
G 5

Storage in CIA Areas

	<u>H</u>	
Job Number Assigned	H	1
<i>CIA custody of Records (including transfers to CIA from other organizations)</i>	H	2
CIA Archives Accessions - Various Offices	H	4
" " " - OO	H	5
" " " - OO/FBID	H	5-A
" " " - OO/C	H	5-B
" " " - I & S	H	6
" " " - Services Division	H	7
" " " - OCD	H	8
" " " - ORE	H	9
" " " - OSI	H	10
" " " - OSO	H	11

Transfers to Other Agencies

	<u>J</u>	
Transfer to National Archives - Misc.	J	1
Transfer to National Archives - FBID	J	2
FBID Records Index	J	2-A
Transfer to National Archives - FFC	J	3
Loans by National Archives to CIA - Receipts	J	4
Transfers to Library of Congress	J	5
Transfer to National Archives - USSBS	J	6
USSBS - Approval to Examine	J	7
Transfers to Navy	J	8
Transfers to Army	J	9
Transfers of Documents to Other Gov't. Agencies	J	10

Disposal Lists and Disposal Schedules

	<u>K</u>	
CIA Disposal Lists & Schedules - Pending Congressional Action	K	1
Disposal Schedules - All Gov't. Agencies	K	2
CIA Disposal Lists	K	3
CIA Disposal Schedules	K	4

Filing Systems

	<u>L</u>	
CIA Filing System	L	1
Filing System Office of General Counsel	L	2

Records Inventorying

	<u>M</u>	
Records Inventories - General	M	1
File Equipment in Use	M	2
Inventory Lists - General - 1950	M	3
OCD Vital Records Inventory - 1950	M	4
ORE Vital Records Inventory - 1950	M	5
OO Vital Records Inventory - 1950	M	6
Vital Records - Working Material - 1950	M	7
Vital Records Inventory - Cost Estimates	M	8

Microfilming and Other Equipment

	<u>N</u>	
Microfilming - General	N	1
Film Sort - Film's File, Inc	N	1
Microfilming Projects	N	2
Microfilming Production & Costs Statistics	N	3
Microfilming Equipment	N	4
Residual Hypo Contact Tests	N	5

Filing Equipment and Special Types

	<u>P</u>	
Filing Supplies & Equipment - Standards & Approvals of	P	1
Special Equipment - Misc. Types	P	2

Vital Documents

	<u>R</u>	
Storage of Vital Documents - General	R	1
Working Papers on Vital Documents for OCD	R	2
Equipment for Vital Records	R	3